

EVENT NAME

1st Annual "TAKE THE HILL for AUTISM" WALK/RUN

TYPE OF EVENT

EVENT LOCATION

Huffaker Lookout Trail/Park

See FAQ for clarification of event types

- ☐ Special Activity
☒ Special Event – Parks
☐ Special Events – Street / Sidewalk Occupancy

EVENT DATES AND TIMES

Setup Date	April 4, 2015	Setup Start Time	5:00 am
Event Start Date	April 4, 2015	Event End Date	April 4, 2015
Daily Event Start Time	7:00 AM	Daily Event End Time	2:00 pm
Dismantle Date	April 4 2015	Dismantle End Time	3:00 pm

EVENT DESCRIPTION

(To be included on the City of Reno's Website Special Events Calendar – maximum of 275 characters)

This is a fundraising event for the Autism Coalition of NV, a 501(c)(3) non-profit organization. This will be a 5K fun walk/run that will take place on Huffaker Lookout Trail!

ON SITE CONTACT

Michelle Lewing

ON SITE NUMBER

850 291-6728

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand and agree to abide by the rules and regulations governing the proposed Special Activity or Event under the Reno Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by all rules, regulations and permit conditions and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Reno. Such City Services may include, but are not limited to, Police, Fire, Public Works, Parks and Recreation, Business License and/or other necessary services provided by the City of Reno.

Indemnification of the City of Reno. By signing this application the applicant, and any organization the applicant represents, agrees to indemnify, defend and hold harmless the City and its officers, agents and employees (collectively "Indemnitees") from and against any claim, loss, damage, injury, death and liability of every kind, nature and description (including without limitation, incidental and consequential damages, court costs, attorneys' fees and costs of investigation) that arise directly or indirectly, in whole or in part, from or relating to any conduct of the applicant or the applicant's principals, agents, employees, subcontractors, vendors or invitees pursuant to any permit issued pursuant to this application. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.

EVENT COORDINATOR'S SIGNATURE

EVENT COORDINATOR'S NAME

[Signature]
 Michelle Scott-Lewing

This application alone does not authorize a Special Activity or Event. Application must be reviewed by all necessary departments prior to permit issuance. Permit must be on-site during the event and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License Department(s) or City Manager's Office.

EVENT WILL INCLUDE

(check all that apply)

- ☒ Amplified Sound/Multimedia
Attachment A Required
☐ Street/Sidewalk Occupancy
Attachment B Required
☐ Alcohol Service
Attachment C Required
☒ Vendors/Exhibitors
Attachment D Required
☐ Privileged Sales
Attachment E Required
☐ Event Set-Up
Attachment F Required
☒ Park Usage
Attachment G Required
☒ Food/Beverage Service
Contact Washoe County Environmental Health Services (775) 328-2620

HOST ORGANIZATION Autism Coalition of Nevada EVENT COORDINATOR Michelle Scott-Lewing
 MAILING ADDRESS 5470 Reno Corporate Dr CITY/STATE/ZIP Reno NV 89511
 DAYTIME PHONE (850) 291-6778 CELL PHONE (same) FAX (775) 850 4250
 WEBSITE www.aconv.org EMAIL ADDRESS Michelle @ aconv.org
 ONSITE CONTACT Michelle Scott-Lewing CELL PHONE 850 291-6778
 PUBLIC CONTACT (same) DAYTIME PHONE _____
 FEDERAL TAX ID _____

☒ **HOST ORGANIZATION IS NON-PROFIT**
 Proof of current non-profit status must be included with application.

ANTICIPATED ATTENDANCE: DAILY 400 TOTAL 400

☒ OPEN TO THE PUBLIC
 ☐ ADMISSION WILL BE CHARGED \$ _____
 Registration fee \$10 ea

↓ FOR CITY OF RENO OFFICE USE ONLY ↓			
Application Processing Fee* 0-49 Vendors	<input type="checkbox"/>	\$103.00	DATE ENTERED
Application Processing Fee* 50+ Vendors	<input type="checkbox"/>	\$258.00	
Temporary Vendor Business License	<input type="checkbox"/>	\$ 15.00 x	FAX TO
Temporary Alcohol Permit, 1 Booth/Day	<input type="checkbox"/>	\$ 55.00 x	<input type="checkbox"/> Fire <input type="checkbox"/> Zoning <input type="checkbox"/> Health
Temporary Alcohol Permit, Add'l Booth/Day	<input type="checkbox"/>	\$ 22.00 x	
Fire Inspection	<input type="checkbox"/>	\$111.00	
Additional Fire Permits	<input type="checkbox"/>	TBD Refer to "FD" Section	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete
City Service Fee	<input type="checkbox"/>	TBD Actual Cost of City Services	Reason Incomplete:
Late Fee	<input type="checkbox"/>	TBD Refer to Reno Municipal Code	
Application fees must be paid at the time the application is submitted and are not refundable under any circumstances			
TOTAL FEES			INITIALS
TOTAL PAID			

3. Additional Information:

Will you be using any of the following? Check all that apply:

- | | | |
|--|--|--|
| <input type="checkbox"/> Flammable or compressed gases | <input type="checkbox"/> Exit obstructions | <input type="checkbox"/> Dust or spark production |
| <input type="checkbox"/> Fire lane or hydrant obstruction | <input type="checkbox"/> Temporary electrical wiring | <input type="checkbox"/> Bleachers |
| <input type="checkbox"/> Cooking vendors | <input type="checkbox"/> Indoor vehicle display | <input type="checkbox"/> Loose seats/chairs over 200 |
| <input type="checkbox"/> Fenced area or building to be occupied by 50 or more people | | |

N/A

Separate Permit Requirements:

One or more of the following activities (\$85)

☐ **Open flame devices**

Open flame devices include decorative devices, cooking devices, and theatrical open flame performances.

☐ **Canopies in excess of 400 square feet**

Canopy – A structure, enclosure, or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

☐ **Tents in excess of 200 square feet**

Tent – A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

☐ **Indoor demonstration cooking**

Pyrotechnic activity (\$225)

☐ **Pyrotechnics**

Pyrotechnic composition – A chemical mixture that produces visible light displays or sounds through a self-propagating, heat-releasing chemical reaction which is initiated by ignition.

For Additional Information Contact:

Reno Fire Department

775-334-2300

775-334-3826 FAX

RFDSpecialEvents@reno.gov

DISPOSAL AND RECYCLING PLAN

Will you be ~~using~~ existing, City-owned trash receptacles at your event?

☒ Yes.

Note that you will be required to empty these receptacles frequently throughout the course of your event. Plastic bags must be used to line the trash receptacles. City staff will not service the receptacles during your event, other than during activities designated as Special Event – Parks.

☐ No.

Describe refuse removal plan:

Other than during Special Event – Parks, event organizers are required to manage recycling at all Reno Special Events (Park Staff manages recycling at Special Events – Parks).

Method and ~~types~~ of recyclable material collection:

☒ cans

☒ plastic bottles

☒ paper materials

☐ cardboard

☐ other

Describe recycling plan if event is not taking place in a City park:

How will you promote recycling at your event?

SPECIAL EVENT & ACTIVITY PERMIT APPLICATION ATTACHMENT D

VENDOR AND EXHIBITOR INFORMATION

Please submit an initial vendor list with application.

A final list of vendors and exhibitors is due at least fifteen (15) days prior to the activity/event.

A vendor is any business, enterprise, trade, occupation, calling, profession, vocation, or activity engaged in, conducted or carried on by any person, his agent or employee for the purpose of direct or indirect gain, benefit or advantage within the city. This includes, but is not limited to the sale of goods, services, food and beverages or the disbursement of flyers, samples or other advertising materials.

As the Event/Activity Organizer, I understand it is my responsibility to:

- Collect and submit all State or other entity-required, taxes and fees.
- Ensure all vendors and exhibitors have a valid annual City of Reno business license, OR
- Pay for temporary licensing fees for unlicensed vendors and exhibitors.
- Ensure that all food and/or beverage vendors obtain and display special food vending permits from the Washoe County Health Department.*

*Note: Food permit applications can be obtained from the Washoe County Health Department, Environmental Services. More information on food vending permits may be obtained by calling 775.328.2620.

Event Name ACON'S 1ST Annual Take The Hill For Autism 5K run/walk Event Date Saturday April 4, 2015
Number of Vendors/Exhibitors 10

Use the following page (and additional pages if necessary) to indicate the vendors/exhibitors participating in your activity.

- Food and beverage vendors, vendors selling merchandise and all exhibitors who will be advertising need to be listed.
- Individual non-profit vendors/exhibitors that will be present also need to be listed; however, if proof of their non-profit status is included, then temporary vendor fees will not apply.

VENDOR/EXHIBITOR LIST

A final list of vendors and exhibitors is due at least fifteen (15) days prior to the activity.

BUSINESS NAME	ITEM(S) OR TYPE OF PRODUCT	BUSINESS PHYSICAL ADDRESS	CITY OF RENO BUSINESS LICENSE #
Alice 96.5	music / DJ		
Tampro Music Factory	musical instruments		
Nanny Services of NV	Nanny Services	316 California Ave #109	
Yoshi's Deli	Food		
Dally on	Martial Arts		
Nevada Execution	Gymnastics		
Fierce Entertainment	DJ services		

**SPECIAL EVENT & ACTIVITY PERMIT APPLICATION
ATTACHMENT A**

**CITY OF RENO
SOUND AMPLIFICATION/MULTIMEDIA PERMIT**

- Amplified sound/multimedia is permitted at Special Events and Special Activities only with a Sound Amplification Permit.
- It is the policy of the City of Reno to allow amplified sound/multimedia between the hours of 8:00 a.m. and 10:00 p.m. or after a park closing hour, whichever occurs first. The decibel range will be no louder than 75 decibels at the outermost boundaries of the event.
- Per Reno Municipal Code (RMC) Section 8.23.085: It shall be unlawful to use sound amplification devices or sound equipment in any parks and recreation facilities in excess of 50 decibels measured within 50 feet from the location of the sound amplification device or sound equipment, without first obtaining a permit in accordance with RMC section 8.23.075. Even with a permit, sound amplification device or sound equipment shall not exceed 75 decibels at the boundaries of the permitted area. Violation of this section is a misdemeanor.
- The City of Reno encourages event organizers to ensure that amplified sound/multimedia content is family-friendly, particularly at outdoor events held on public property.

Event Name 1st Annual Take The Hill for Autism 5K walk - run Event Date 4-4-15
Time Start 7:00 AM Time End 2:00 pm
Type of Event 5K walk/run fundraiser
Event Location Huffaker Lookout Trail / Park
Type of Amplification or Multimedia Voice/Speech Live Music (Band)
DJ/Music/Karaoke Other _____

- By filing this permit I agree to take all steps reasonably necessary to resolve complaints about my use of amplified sound / multimedia and to ensure compliance with the provisions of the Ordinance.
- The applicant and this permit must be in the immediate area of the sound amplifying equipment during any testing or use.
- This permit does not grant permission to disturb the peace or violate RMC 8.12.020 or 8.23.085.
- This permit must be in the possession of the person operating the sound amplification/multimedia equipment and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License or City Manager's office/department.
- This permit does not authorize a Special Activity or Event.

Signature of Applicant _____

Approved by _____